

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION (HVAC&R) INSPECTOR

PURPOSE: Conduct inspections, review permits, and provide technical assistance for commercial, industrial, and residential construction and building projects.

FUNCTIONAL AREAS:

1. Inspect HVAC&R systems, installations, alterations, and repair in residential, commercial, and industrial buildings and facilities for compliance with building codes and ordinances.
 - * A. Inspect HVAC&R systems for compliance with appropriate codes and ordinances.
 - * B. Inspect the quality of materials for approved HVAC&R installation.
 - * C. Review diagrams, prepared plans, and specifications to ensure that they meet established codes and regulations.
 - * D. Conduct maintenance inspections of existing industrial, commercial, and residential establishments or structures.
 - * E. Determine conformance problems, issue notices regarding correction of defective work, and perform re-inspection.
 - * F. Issue citations or orders to stop work that is in violation of the proper codes.
 - * G. Ensure that all work is performed in a safe manner using approved methods.
 - * H. Approve certification of final inspection when required.
 - * I. Consult with Building Official and State Codes and Standards Division and Department of Public Service when necessary.
 - * J. Operate City vehicle to, from, and around inspection sites.
2. Do related work as required.
 - * A. Maintain computerized records of inspections made and actions taken.
 - * B. Write and prepare forms and reports as required.
 - * C. Review permit applications and estimate building costs for accurate fee estimates.
 - * D. Attend training sessions and review technical and professional literature to upgrade knowledge necessary for effective job performance and to keep abreast of new developments and requirements.
 - * E. Serve as a technical expert, conduct presentations, and provide information to other City divisions, contractors, engineers, architects and the public regarding codes, ordinances, and proper methods governing HVAC&R work.
 - * F. Attend and participate in division meetings, and serve as a member of the Building Inspection team on related projects.
 - * G. Perform inspections, review permits, and provide technical assistance in other construction areas as needed.
 - * H. Perform other related duties as assigned.

JOB REQUIREMENTS

1. Education and Experience:

- † A. Possession of a degree in Mechanical Engineering or related field plus two (2) years verifiable experience working with HVAC&R system installation and repair; or equivalent training and experience.

2. License Requirement:

- † A. Possession of a valid Minnesota drivers license or privilege by the date of appointment and thereafter.

3. Knowledge:

- † A. Extensive knowledge of Minnesota Building Code and other related codes, ordinances, laws, regulations, and manuals governing HVAC&R work.
- † B. Extensive knowledge of safe and proper methods of HVAC&R systems installation, and repair.
- † C. Knowledge of proper inspection methods and procedures.
- † D. Knowledge of legal procedures involved in the enforcement of HVAC&R systems codes and ordinances.
- † E. Knowledge of math for the purpose of measuring and computing construction costs.
- † F. Knowledge of traffic rules and regulations.
- † G. Knowledge of precautionary, safety, and fire prevention methods involved in HVAC&R systems.
- † H. Knowledge of the fundamentals of heating, ventilation, and electricity as they relate to HVAC&R systems.
- † I. Knowledge of simple algebra, geometry, physics, and chemistry as applied to HVAC&R systems.
- † j. Knowledge of code requirements and inspection methods in other trade areas.

4. Skill:

- † A. Skill in inspecting HVAC&R systems for adherence to regulations, requirements, ordinances, and procedures.
- † B. Skill in reading and interpreting HVAC&R plans, specifications, blue prints, diagrams, and technical codes and ordinances.
- † C. Skill in estimating construction costs, including materials and labor, and completion schedules.

5. Ability:

- † A. Ability to establish and maintain effective working relationships with contractors, workers, supervisors, peers, and the general public.
- † B. Ability to read and write reports regarding inspections and permits.
- † C. Ability to maintain accurate and complete records.
- † D. Ability to effectively communicate with individuals and groups, both verbally and in writing.
- † E. Ability to transport oneself to, from, and around various work sites.
- † F. Ability to participate in training to update HVAC&R knowledge and expertise.
- † G. Ability to interpret safety rules and apply them to various hazardous situations.
- H. Ability to use a computer to maintain inspection records and write reports.
- † I. Ability to frequently walk and climb and occasionally stoop, kneel, crouch, crawl, and reach overhead in order to conduct inspections inside and outside of buildings.
- † J. Ability to occasionally lift and carry up to 40 pounds such as ladders for conducting overhead inspections.
- † K. Ability to work outside in inclement weather.
- † L. Ability to attend work on a regular basis.

* Essential job functions.

† Job requirements necessary on the first day of employment.

Anlst: JG	Date:
Union: Basic	Pay: 31
CSB: 19980203	Class:
CC: 19980223	Res: 98-0135R